

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

Plaintiff or Complainant

versus

Chancery No. _____

Defendant or Respondent

TERM DAY PRAECIPE

I certify that the above styled cause is matured for trial on its merits and request the Clerk
to place it on the docket to be called on _____:

To be set for trial with () or without () a jury.

I also certify that on the _____ day of _____, _____.

I mailed or delivered a true copy of the foregoing praecipe to all counsel of record herein
pursuant to the provisions of Rule 1:12 of the Rule of the Supreme Court of Virginia, and served
a true copy upon parties not represented by counsel, if any.

Counsel for _____

Telephone No. (____)_____

VSB Number _____

NOTE: The Praecipe must be filed no later than 4:00 p.m. on the Tuesday prior to Term Day. If the
case is to be set at docket call, the attorney must be present. In lieu of filing a praecipe if the
parties are in agreement, a trial date can be assigned by telephone. Call (703) 246-2221.

MAIL OR DELIVER THIS PRAECIPE TO:

JOHN T. FREY, Clerk of Court
Attention: Term Day Praecipe Clerk
4110 Chain Bridge Road
Fairfax, Virginia 22030